



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON DC 20350-1000

SECNAVINST 1080.4A
ASN (M&RA)
1 May 2019

SECNAV INSTRUCTION 1080.4A

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY END STRENGTH MANAGEMENT

Ref: (a) 10 U.S.C. §115
(b) 10 U.S.C. §691
(c) 10 U.S.C. §12010
(d) 10 U.S.C. §123a
(e) DoD Instruction 1120.11 of 17 March 2015
(f) DoD Instruction 1215.06 of 19 May 2015
(g) DoD Instruction 1205.18 of 12 May 2014
(h) SECNAVINST 5200.35F
(i) SECNAV M-5214.1

Encl: (1) End Strength Management

1. Purpose. To establish Department of the Navy (DON) guidance for Navy and Marine Corps Active Component (AC) and Reserve Component (RC) end strength management per references (a) through (g).

2. Cancellation. SECNAVINST 1080.4.

3. Applicability. This instruction applies to AC and RC end strength management in the Navy and Marine Corps.

4. Policy. It is DON policy to ensure the Department meets annual statutory end strength authorizations for the Navy and Marine Corps as directed in references (a) and (b). Reference (a) establishes the requirement for Congress to authorize military personnel end strength levels for each fiscal year (FY) and grants authority to the Secretary of Defense (SECDEF) and the Secretary of the Navy (SECNAV) to vary end strength levels within certain limits. Reference (b) establishes minimum active duty end strength authorizations to support two major regional contingencies unless otherwise provided by law. Reference (c) establishes computations for Navy Reserve. Reference (d) establishes end strength waiver authority during war or national emergency.

5. Definitions

a. AC. The active duty segments of the Navy and Marine Corps that are funded directly from the Department of Defense active duty military personnel appropriations pursuant to reference (a).

b. Active duty. Full-time duty in the active military service of the United States, including active duty or full-time training duty in the RC.

c. Active Reserve (AR). Marine Corps members in the Selected Reserve (SELRES) of the Ready Reserve of the Marine Corps RC who are on voluntary active duty providing full-time support to AC and RC organizations for the purpose of organizing, administering, recruiting, instructing, or training the RC.

d. Full Time Support (FTS). Navy Service Members in an AR duty status assigned to organize, administer, instruct, recruit, train, maintain supplies, equipment, or aircraft, and perform other functions as authorized by applicable law and regulations.

e. SELRES. Units and individuals within the Ready Reserve of the Navy and Marine Corps RCs designated as so essential to initial wartime missions that they have priority over all other Reserves. The Navy SELRES includes drilling unit Reservists and Navy FTS members. The Marine Corps SELRES includes drilling unit Reservists and members in the AR.

6. Responsibilities. Pursuant to references (a) and (b), the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) is delegated authority to approve variances in DON end strength per enclosure (1). ASN (M&RA) is further delegated authority to publish additional end strength guidance in the event of war or national emergency if the President has waived any statutory end strength under reference (d), or as other circumstances dictate.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules

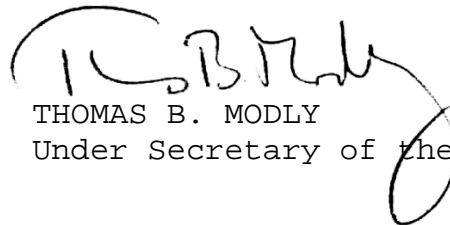
found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

8. Internal Controls. In accordance with reference (h), the establishment and use of internal controls and accounting procedures are mandated to ensure: effectiveness and efficiency of operations; reliability of financial reporting; and compliance with applicable laws and regulations. Additionally, as part of the annual Manager's Internal Control Program report, the Navy and Marine Corps will provide ASN (M&RA) with copies of the sections of their reports that are relevant to the DON end strength management program. The reports will include summary descriptions of internal controls used, their sufficiency, and any identified weaknesses or deficiencies.

9. Reports. The reporting requirements contained in enclosure (1), paragraphs 1 through 7 are exempt from reports control per reference (i) Part IV, paragraph 7p.



THOMAS B. MODLY
Under Secretary of the Navy

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Electronic only, via Department of the Navy Issuances website
<https://www.secnav.navy.mil/doni>.

END STRENGTH MANAGEMENT

1. The following guidance is issued for reporting variances in service end strength and may be supplemented as needed by the ASN (M&RA) in the event of war or national emergency if the President has waived any statutory end strength under reference (d), or as other circumstances dictate.
2. There are several factors service end strength planners shall consider in reporting end strength variances. The first consideration is determining if the end strength variance concerns the AC or RC, which includes the SELRES and FTS for Navy, and the SELRES and AR for Marine Corps. The second consideration is projecting the amount of variance in end strength, either above or below, congressionally mandated levels for the FY. The final consideration is determining the amount of the end strength variance that should be requested, i.e., to request an end strength variance not to exceed or not to be less than a certain percentage.
3. During the fourth quarter of the FY, the Services shall provide end-of-year projections for AC and RC end strengths. If a projected variance exists, either above or below congressionally mandated levels, the Service concerned shall submit a request to ASN (M&RA) to deviate from the prescribed end strength for that FY. Requests shall be submitted no later than 15 August, recognizing end strength variances are projections and subject to change before the end of the FY.
4. If the Navy or Marine Corps deviates in projected AC end strength execution, the following reporting requirements shall apply:
 - a. For projected variances up to and including two percent above prescribed end strength - request approval via action memorandum with supporting documentation to ASN (M&RA);
 - b. For projected variances greater than two percent and up to and including three percent above prescribed end strength - request approval via action memorandum with supporting documentation to SECDEF via SECNAV and ASN (M&RA);
 - c. For projected variances down to and including two percent below prescribed end strength - request approval via

action memorandum with supporting documentation to SECDEF via SECNAV and ASN (M&RA); and

d. In the absence of other clarifying statute or policy, variances greater than three percent above or lower than two percent below prescribed end strength are not authorized.

5. If the Navy or Marine Corps deviates in projected SELRES end strength execution, the following reporting requirements shall apply:

a. For projected variances up to and including two percent above prescribed end strength - request approval via action memorandum with supporting documentation to ASN (M&RA);

b. For projected variances greater than two percent and up to and including three percent above prescribed end strength - request approval via action memorandum with supporting documentation to SECDEF via SECNAV and ASN (M&RA);

c. For projected variances down to and including three percent below prescribed end strength - notify via information memorandum with supporting documentation to ASN (M&RA);

d. Per reference (c), a SELRES end strength variance of one-half percentage point or more is counted as one, and a fraction of less than one-half is disregarded; and

e. In the absence of other clarifying statute or policy, variances greater than three percent above or lower than three percent below prescribed end strength are not authorized.

6. If the Navy or Marine Corps deviates in projected FTS or AR end strength execution, the following reporting requirements shall apply:

a. For projected variances up to and including two percent above prescribed end strength - request approval via action memorandum with supporting documentation to SECDEF via SECNAV and ASN (M&RA);

b. Per reference (c), an FTS or AR end strength variance of one-half percentage point or more is counted as one, and a fraction of less than one-half is disregarded; and

c. In the absence of other clarifying statute or policy, variances greater than two percent above or any variances below prescribed end strength are not authorized.

7. At a minimum, requests for end strength variance shall include the following:

a. Projected end-of-year strength, to include underlying assumptions, expressed as a whole number and percentage of the prescribed end strength for the FY;

b. Reasons for, and factors contributing toward the over or under execution of end strength;

c. Personnel and force management actions taken throughout the FY to manage end strength to include those planned for the fourth quarter; and

d. Risks, to include impact on associated military personnel accounts, associated with over or under executing end strength.

8. Following the submission of an end strength waiver, if Navy or Marine Corps projects end strength to deviate beyond what was previously submitted, the Service concerned shall notify ASN (M&RA) as soon as possible, but no later than 15 September.